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Affirmative Action Plan



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Approved by:
Federal Highway
Administration

Prepared by: MONTANA
Department of Highways
Civil Rights Bureau

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MONTANA DEPARTMENT OF HIGHWAYS
1989 AFFIRMATIVE ACTION PLAN ACCOMPLISHMENTS
1990 AFFIRMATIVE ACTION PLAN

LARRY W. LARSEN - DIRECTOR OF HIGHWAYS
RUSSELL G. McDONALD - ADMINISTRATOR - PERSONNEL DIVISION
RAYMOND D. BROWN - CHIEF - CIVIL RIGHTS BUREAU
VICKY A. KOCH - EEO PROGRAM MANAGER

MONTANA DEPARTMENT OF HIGHWAYS
CIVIL RIGHTS BUREAU
2701 PROSPECT AVENUE
HELENA, MT 59620
(406) 444-6331

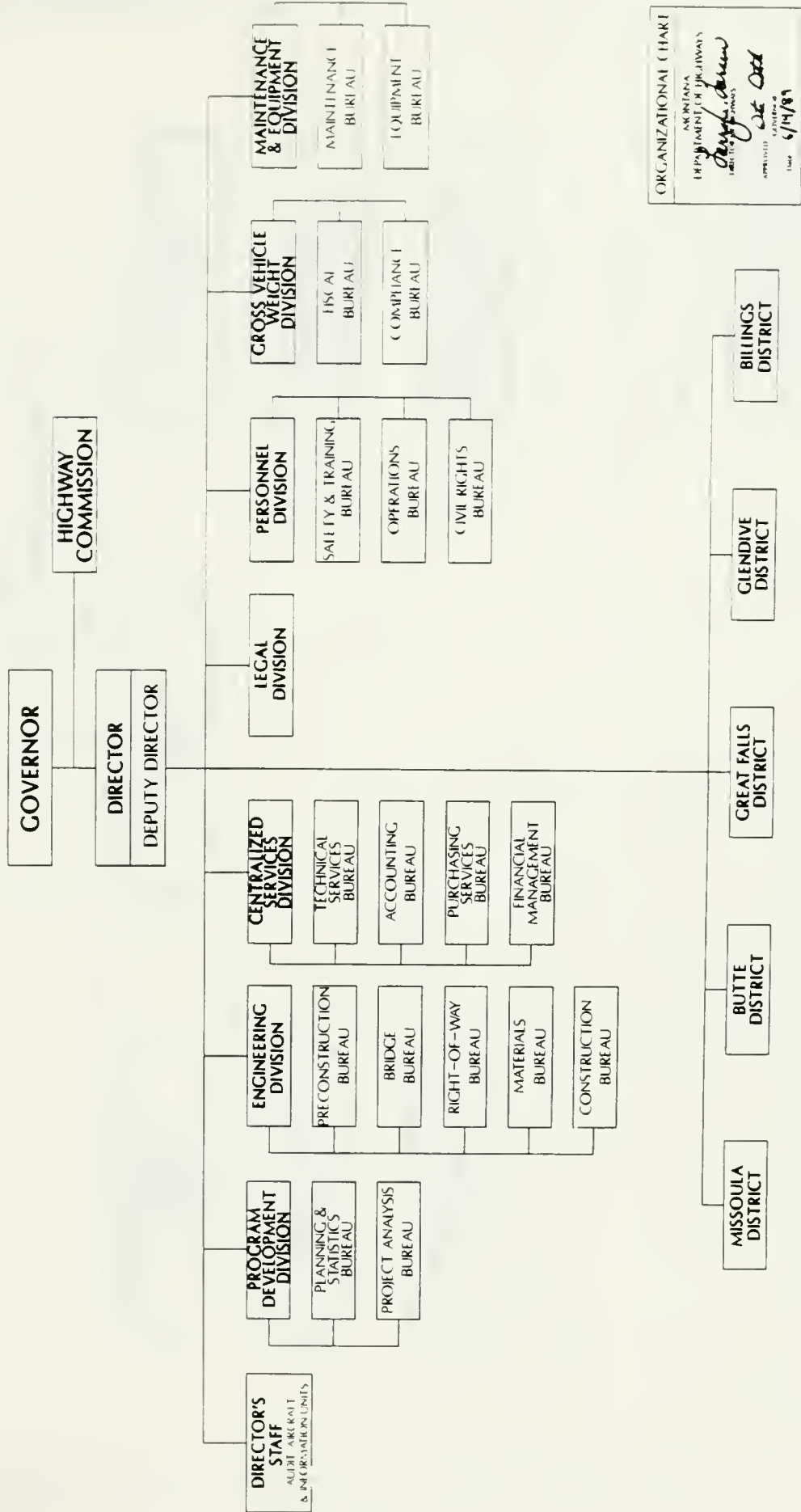
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MONTANA DEPARTMENT OF HIGHWAYS
ORGANIZATIONAL CHART

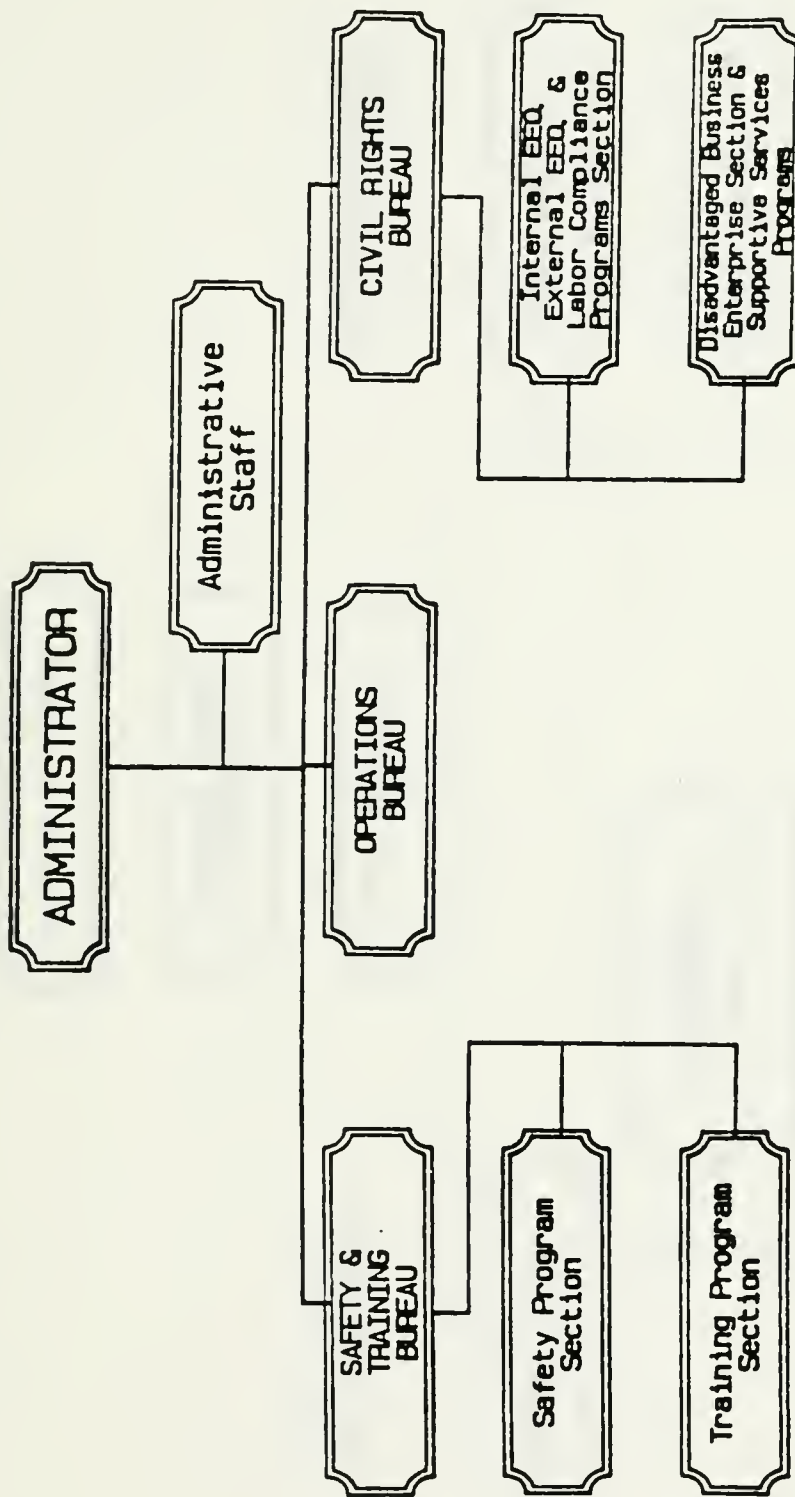
PERSONNEL DIVISION
ORGANIZATIONAL CHART

MONTANA DEPARTMENT OF HIGHWAYS



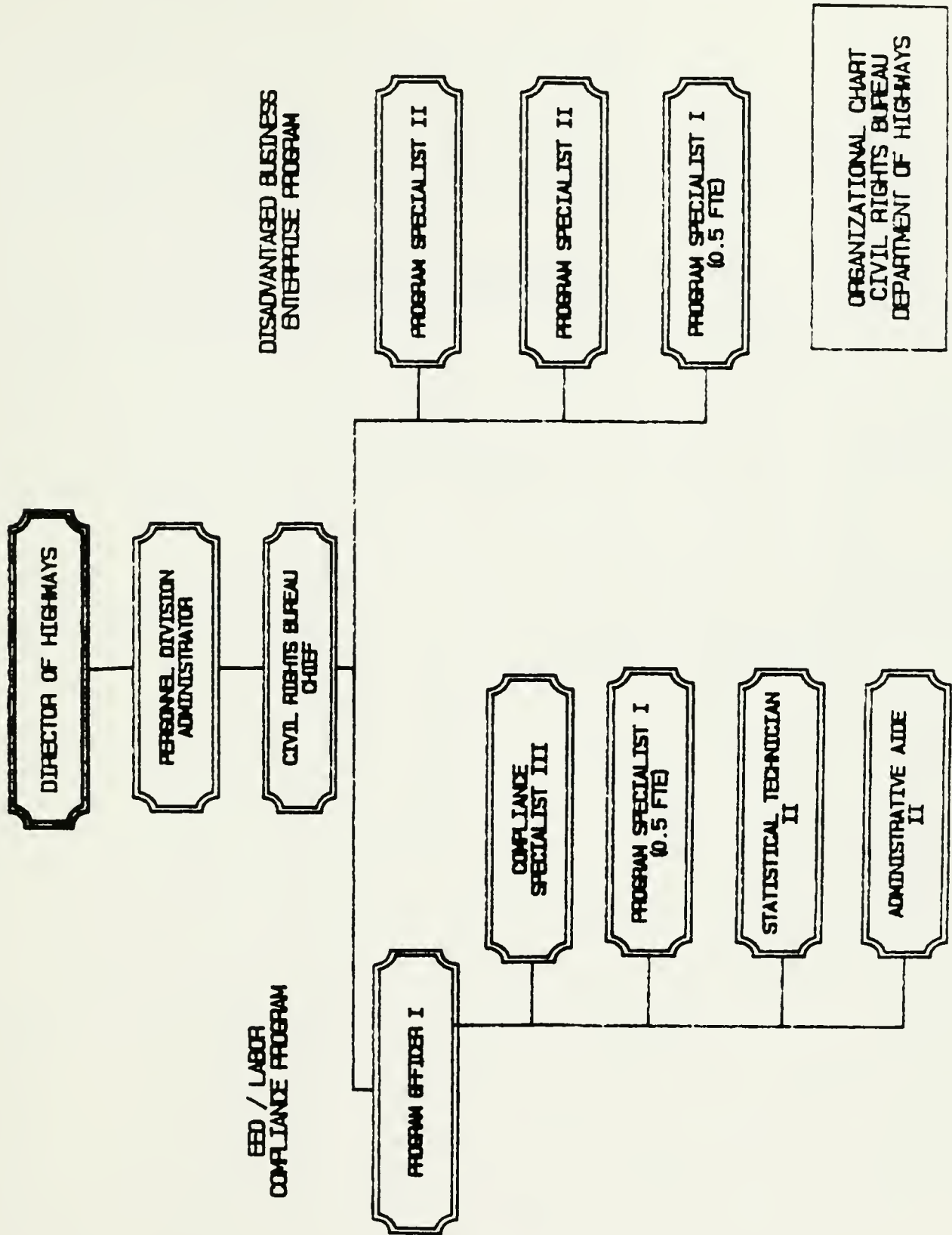
ORGANIZATIONAL CHART
 MONTANA
 DEPARTMENT OF HIGHWAYS
David J. Brown
 DIRECTOR
 APPROVED: *De Ode*
 DATE: 6/14/81

PERSONNEL DIVISION



ORGANIZATIONAL CHART
PERSONNEL DIVISION
DEPARTMENT OF HIGHWAYS

CIVIL RIGHTS BUREAU



POLICY STATEMENTS

EQUAL EMPLOYMENT POLICY

The Montana Department of Highways is an equal opportunity employer. The Department assures that no person shall, as provided by federal and state civil rights laws, be denied employment or otherwise be subjected to discrimination in any terms or condition of employment.

Title VII of the 1964 Civil Rights Act as amended provides that no person on the grounds of race, color, religion, sex, or national origin be discriminated against in employment. In addition, other federal and state laws prohibit discrimination based on age, handicap, marital status or political belief.

The Civil Rights Bureau, Personnel Division, of the Montana Department of Highways is responsible for monitoring Title VII and other civil rights laws, investigating complaints and other related civil rights activities.

January 11, 1990
Revised Date

Larry W. Larsen
Larry W. Larsen, P.E.
Director of Highways

SEXUAL HARASSMENT POLICY STATEMENT

Employees of the Department of Highways are entitled to the opportunity to work in an environment free of discrimination, whether it is based on sex, race, color, religion, national origin, marital status, political belief, age or handicap. Sexual harassment is one form of discrimination that undermines the integrity of employment relationships, lowers morale, interferes with productivity, and adversely affects the careers of Department employees. Sexual harassment, which affects employment decisions or creates an offensive working environment, is both a prohibited personnel practice under the Montana Human Rights Act, the Governor's Executive Order No. 7-82, and a violation of Title VII of the Civil Rights Act of 1964.

A mutually acceptable relationship can turn into sexual harassment if unwelcome advances are continued. Department employees should distinguish mutual, acceptable, social relationships, which do not encroach on the working environment, from sexual harassment. Any deliberate or repeated unsolicited comments, gestures, or physical contact of a sexual nature, which are unwelcome, constitute sexual harassment.

State employment demands from each of us the highest standards of honesty, integrity, and impartiality when carrying out the business of the Department of Highways. Sexual harassment and other conduct which violates these standards will not be condoned or tolerated. It is the policy of the Department of Highways to take direct and immediate action when informed of violations and enforce the full range of liability and protection created by Title VII, the Montana Human Rights Act, and the Governor's Executive Order No. 7-82. Each of us is personally responsible for making this policy work.

January 11, 1990
Date

Larry W. Larsen
Larry W. Larsen
Director of Highways

PART I - EXTERNAL PROGRAM
CONTRACT COMPLIANCE

Part I
Contract Compliance
Affirmative Action Plan

A(1) Accomplishments of the past year:

This section is based on the calendar year beginning January 1, 1989 through November 1, 1989.

The Civil Rights Bureau provided EEO Contract Compliance training sessions for prime contractors and subcontractors. The firms attending were provided with new information and changes in the Compliance Review Program which included a four-hour portion pertaining to EEO complaints, sexual harassment and an evaluation of the law to include current statutes. The topics were specifically requested by the contracting community. The sessions included interactions between contractor personnel, "laborers and mechanics" and Montana Department of Highways (MDOH) field personnel. The training was conducted in Billings, Great Falls and Missoula prior to the start of construction season.

Eight contract compliance workshops were also conducted for Field Project Managers during February, March and April 1989.

A separate workshop was conducted for Area Engineers of the Montana Division of FHWA. Topics of discussion were EEO contract compliance, labor compliance and the DBE program.

Revisions for the contract compliance portion of the Civil Rights Manual were completed in March 1989.

One area that received considerable attention during the preconstruction season phase of instruction was trainee monitoring. A revised EEO 7A Training Report form was provided and explained in detail during the contractor workshops. Instruction was also provided to the Field Project Managers and their crew members. The contractors who received the training were instructed to increase the monitoring activities of their supervisory staff who oversee the training.

In addition to all of the training sessions listed above, a Referral Workshop was conducted in March to create an interaction between numerous referral sources (minority and female) including the seven Tribal Employment Rights Officers (TERO) and established heavy-highway contractor representatives. The intent was also to create a referral relationship between the agencies and MDOH for permanent and temporary (summer) hiring requirements. During the discussions, not only were hiring practices discussed, but contract compliance and internal hiring procedures as well.

A(2) Other accomplishments:

The DBE Newsletter was changed to the Civil Rights Newsletter which was published monthly from January to July. Quarterly publication began with the July 1989 issue. All issues contain informative articles regarding Internal EEO, EEO Contract Compliance, Labor Compliance and DBE.

Technical assistance relating to EEO contract compliance has been provided personally and telephonically to many contractors. Assistance was provided in an effort for them to achieve contract compliance and employment goals.

The Monthly Employment Report (EEO 5) was revised and distributed during contractor training sessions. The contractors were instructed to provide EEO 5 Reports for the month of July only if working on federal-aid highway construction projects. By monitoring these reports and by improving inspection techniques, a better statistical base for determining goal accomplishment has been made.

B. Changes in established contract sanctions:

None

C. Changes in staffing or organizational structure:

The Civil Rights Bureau has been restructured because of the loss of the Administrative Aide II and one Program Specialist.

Existing staff have prioritized their time and are presently sustaining the quality of assistance and performance as in the past.

D. Changes in responsibilities of external EEO coordinator:

None

E. 1989 action item accomplishments:

Action Item 89-1: Continue emphasis in the attainment of contract employment goals.

Objective: Assure both minority and female employment goals in all crafts are accomplished.

Action Taken: Three very specific actions have been undertaken to achieve the objectives outlined in action item 89-1. They are:

- a. MDOH has converted compliance review statistics from counting actual workers to hourly total by craft.
- b. Subcontractors with a significant work force now receive a separate compliance review.
- c. Monthly Employment Reports (EEO-5) have been deleted with the exception of July (FHWA form 1392). Actual on-site field inspection counts are now being made and entered into a newly created field inspection report.

Evaluation: Several significant observations can be made by the institution of these three changes. Contractors on large multi-million dollar projects are meeting employment goals for both minorities and females for all crafts. Subcontractors are responsible for their own actions and good faith efforts. Direct observation by Civil Rights Bureau personnel assists in keying on those contractors who appear not to be making honest attempts at good faith efforts. However, it should be noted that approximately one-third of all contract compliance reviews ended in a show-cause notice this construction season.

Further Action: Counting workers as opposed to hourly percentages by craft is a system that permitted newly hired workers to count significantly toward achieving the contractor's goals. The percent of hours worked does not allow for post-review notification afterthought. Therefore, it will be necessary to continue the education process in order to achieve an acceptable level of goal accomplishment by a majority of those contractors receiving compliance reviews.

Action Item 89-2: Consolidate existing computer programs to capture trainee data for federal-aid projects to complete FHWA form for AAP.

Objective: Consolidation of existing programs will provide requested data in a more efficient manner.

Action Taken: A program was devised to count the drop-outs/completions in the trainee program. The printout obtained from the program greatly assists in the information necessary for reports to FHWA.

Evaluation: However, with the existing trainee computer programs that are in place, the total desired results are still not being achieved.

Further Action: Continue to work on the additional consolidation of trainee information to provide valid statistical information. With the advent of the Technical Services Bureau not charging for programming, the consolidation should become a reality in 1990.

F. Contract compliance review activities:

A goal was established for the 1989 construction season of 12 compliance reviews. Thirteen compliance reviews were accomplished.

It should be noted, however, that Montana does conduct a significant number of on-project site field inspections. These inspections encompass nearly all the criteria of a compliance review including an analysis of goal achievement. Bulletin boards are inspected, supervisor and worker interviews conducted, and a compilation of statistics revealing how well the contractor is effectuating the minority and female hiring goals is accomplished for each field inspection.

The additional advantage of these field inspections is that the contractors do not receive any advance notice of the visit as they do with the formal review.

DATA ON CONTRACT COMPLIANCE REVIEWS
FOR CALENDAR YEAR 1988

a.	Number of contractor reviews conducted	13	
b.	Number of contractors reviewed	13	*
c.	Number of contractors found in compliance	9	**
d.	Number of contractors found in noncompliance	4	***
e.	Number of show-cause notices issued	4	
f.	Number of show-cause notices rescinded	4	
g.	Number of show-cause actions still under consideration and unresolved	0	
h.	Number of follow-up reviews conducted	3	
i.	Number of field inspections conducted	44	
j.	Number of consultant reviews conducted	4	

* includes 4 subcontractors

** includes 2 subcontractors

*** includes 2 subcontractors

MDOH has prepared FHWA Form 86 for each contractor reviewed on a project.

Four show-cause notices were issued during the reporting period. They were:

The first show-cause notice was issued to a prime contractor who did not hire any females, nor did it have a system to monitor subcontractors.

The second show-cause was a subcontractor who also had not hired females in any craft, even though ample opportunities existed.

The third contractor that was held in noncompliance had greater than 10 percent minority applicants, yet hired no minorities on the project.

The fourth contractor held in noncompliance was a subcontractor that hired eleven new employees, but no females. Good faith efforts were not demonstrated.

G. Withholding of progress payments:

No progress payments were withheld because of noncompliance with EEO Contract Compliance.

H. EEO complaints against contractors:

Three complaints were received against contractors and are currently being investigated.

Two sexual harassment complaints were filed with the Montana Human Rights Division (a 706 agency) against one prime contractor.

One race discrimination complaint was filed against another prime contractor.

I. External training programs including supportive services:

The Supportive Services OJT contract was re-awarded to the Laborers - Associated General Contractors (A.G.C.) Training Program for Montana.

The results of the FY 89 contract were: Of the 48 applicants who started the intensified two and a half week long heavy highway construction course, 39 graduated. Twenty six or, 66.7 percent, of the graduates were female and/or minorities. The established goal for minority and female applicants on the 1989 contract was 21 individuals.

The course was increased to 94 hours, with the classes being conducted prior to the start of the construction season. Graduates will also be eligible for advanced training programs when available.

Of the 39 who completed new entry training in 1989, 19, or 48.79 percent, were employed on highway projects.

Unfortunately, the supportive service monies for this contract were not provided for FY 1990. This lack of supportive service funding will be greatly noticed during the coming construction season, when contractors are striving to attain their female and minority hiring goals with qualified, trained applicants.

DATA ON TRAINEES FOR PERIOD 1-1-89 THROUGH 11-8-89

SLOTS APPROVED 38

	No. trainees in program on 1-1-89				New trainees enrolled during period				Number dropped out				Number completed program				No. remaining in program on 11-1-89			
	Non-Min.		Min.		Non-Min.		Min.		Non-Min.		Min.		Non-Min.		Min.		Non-Min.		Min.	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Laborers	0	1	9	2	2	0	4	3	1	0	3	1	2	0	0	1	1	0	0	1
Oper App	10	3	1	1	10	4	2	3	6	2	1	1	3	2	1	1	2	2	1	1
Oper OJT	0	2	3	0	3	0	1	1	2	0	1	1	1	0	0	0	0	0	0	0
Team	0	2	5	0	1	4	2	0	1	3	1	0	0	1	1	0	0	0	0	0
Carp	1	1	0	1	1	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Iron W.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cem.Mason	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Note: Number dropped out includes all who did not complete 500 hours of training or achieve 500 hours of an approved (U.S. DOL) apprenticeship program.

J. ACTION ITEMS FOR UPDATE YEAR:

Action Item 90-1: Continue emphasis in the attainment of contract employment goals.

Objective: Assure both minority and female employment goals in all crafts are met.

Background: A review of 1989 construction season employment reports indicates some contractors are not making a good faith effort to achieve employment goals. However, there are a few who are making outstanding achievements in hiring minorities, females and handicapped individuals and are providing continuous upgrading of positions and employment.

Action to be Taken: Continue to provide training workshops that will enhance each contractor's EEO contract compliance program.

Target Date: November 1, 1990

Action Item 90-2: Re-evaluate the established training programs to align the requirement with the current type of construction.

Objective: Establish a committee of labor, contracting and state highway agency representatives that will establish a new minimum training hour requirement.

Background: Currently, MDOH requires a minimum of 500 hours of training, per trainee, on designated federal-aid highway projects. Because of the type of construction that is currently being conducted, it is quite difficult for the contractors to achieve 500 hours of quality training. This is due in part to the short duration of the construction time allotted. The type of work, such as an interstate overlay, is also a major contributor in not meeting the required hours.

Action to be Taken: Form a committee of labor, contracting and State Highway agency representatives and establish new minimum training hour requirements.

Target Date: March 17, 1990

PART II - INTERNAL PROGRAM

PART II - INTERNAL PROGRAM

A. ACCOMPLISHMENTS: 7/1/88 - 6/30/89

1. Program Overview

- a. Last year's Affirmative Action Plan implemented a Selection Process Review Procedure to determine if artificial barriers existed in selection processes for underrepresented positions. Initially the procedure met with some resistance. During the past program year, however, the majority of the process reviews were conducted at the request of MDOH supervisors or selection committee chairpersons. Education/experience requirements appear to be the single most difficult area for supervisors to assess. The present state classification system is several years old. Many class specifications are in need of revision to accurately reflect current educational and experience requirements.
2. Each district and headquarters division received a current work force analysis and the 1989 Director's Report.
3. A six-hour Supervisor EEO/Personnel training program was developed to provide MDOH supervisors with a better understanding of the relationship between the requirements of the Personnel Division and the Civil Rights Bureau (CRB). The state classification system, supervisors' needs, union requirements, posting notices, artificial barriers, and adverse impact were discussed. A unique feature of the workshop included an actual selection process completed and defended by the participants.
4. As part of the handicap awareness program, an assessment of the headquarters building was made to determine if it was accessible to the handicapped. The assessment was conducted by mobility impaired persons, a speech and hearing impaired person, and a vision impaired person. They stated the headquarters building ranked "above average" with regard to accessibility. Recommendations made by the participants are contained in the Action Items.
5. A new two-hour training format was developed which includes age discrimination and handicap awareness.
6. The MDOH CRB sponsored a workshop for all identified minority and female referral sources in the state. The workshop was attended by MDOH Personnel Specialists from each of the five districts, reservation

representatives, Indian Alliances, other minority group representatives, as well as representatives of the various Women in Transition (WIT) Programs. The intent of the workshop was to establish a meaningful and ongoing dialogue between public and private agencies, and to provide a better understanding of recruitment and selection processes within MDOH and the highway construction industry.

7. At the request of the Bozeman and the Missoula Women in Transition organizations, a special program was developed to explain non-traditional hiring opportunities available in the highway construction industry (internal and external). How to complete a state application form and sexual harassment were also discussed.
8. The Montana Department of Administration developed a pre-management training course designed to prepare non-supervisory personnel to help qualify them for management positions. MDOH designated five white females (one handicapped) and one white male to attend.
9. MDOH participated in Career Days sponsored by the University of Montana.

PROGRESS ON ACTION ITEMS IN PREVIOUS REPORT

Action Item 89-1: Increase female representation in applicant pool.

Action To Be Taken: Provide formalized training to identified female referral groups to include but not be limited to: (a) MDOH hiring practices for permanent and temporary positions, (b) familiarization with construction crafts and union bargaining agreement requirements, (c) availability of training programs for their clientele (external).

Action Taken: MDOH headquarters and district offices conducted considerable outreach efforts which included the following formal and informal presentations: (a) on-site tours of MDOH field facilities for clients of various Women in Transition (WIT) organizations; (b) one-on-one training to provide assistance to WIT clients in interviewing techniques, testing and application procedures;

and, (3) presentations at community college business and surveying classes.

External vacancy announcements were sent to all identified female referral sources in the state. All externally advertised engineering vacancies were sent to the engineering colleges in surrounding states.

Evaluation: Adverse impact statistics indicate that females are being hired at a comparative or higher ratio to white males who apply; however, females still are not applying in significant numbers.

Further Action: Continue efforts to increase female representation in applicant pool.

Action Item 89-2: Monitor external recruitment/selection procedures in districts where reservations are located.

Action To Be Taken: Maintain lines of communication with reservation placement personnel. Determine where minority applicants drop out of the system. Provide formalized training to identified minority referral sources to include but not be limited to: (a) MDOH hiring practices for permanent and temporary positions, (b) familiarization with construction crafts and union bargaining agreement requirements, (c) availability of training programs for their clientele (external).

Action Taken: External vacancy announcements were sent to all identified minority referral sources. Offers to conduct workshops dealing with proper completion of applications were met with limited success.

A workshop was conducted (see item #5, Accomplishments, Part II) to explain MDOH recruitment/selection processes.

Each of the District Personnel Officers met with minority placement officers. Moderate success was attained in both the Butte and Missoula districts with

Native Americans being selected for both permanent and temporary positions.

Evaluation: Despite concentrated efforts made by headquarters and each of the five districts, 27 percent fewer applications were received from minorities.

Further Action: Continue efforts to increase minority representation in applicant pool.

Action Item 89-3: Monitor for adverse impact in training opportunities for females and minorities.

Action To Be Taken: Review randomly selected maintenance and construction work crews which contain minorities or females to ascertain if there is disparity in work assignments.

Action Taken: Preliminary studies have been implemented; however, no conclusion has yet been reached.

Further Action: This action item will continue.

Action Item 89-4: Determine need for an MDOH handicap affirmative action plan.

Action To Be Taken: Provide training to supervisors.

Action Taken: Nearly all headquarter supervisors have received handicap awareness training during the past year.

MDOH currently has an active delegate on the Governor's Committee for Employment of People with Handicaps (GCEPH). As a part of this program, MDOH participated in Montana Handicap Awareness Week by conducting a one-on-one survey with handicapped MDOH employees to determine the accessibility of the headquarters building.

Further Action: Implement recommendations made by handicap employees.

2-B: ACTION ITEMS FOR UPDATE YEAR

Action Item 90-1: Continue efforts to increase female representation in applicant pool.

Objective: To make qualified females more aware of career opportunities in the highway construction industry.

Background: Most directors of Women in Transition (WIT) Programs continue to provide limited information concerning career opportunities in non-traditional occupations.

Action To Be Taken: Continue to work with WIT directors and their clients by: 1) arranging on-site visits to MDOH facilities; 2) arranging for MDOH female employees in non-traditional occupations to make presentations; 3) providing training to assist with proper completion of State applications.

Participate in State Department of Administration's referral source workshops, which are designed to provide recruitment and selection information to minority and female referral sources.

Identify additional female referral sources likely to yield qualified applicants.

Responsible Official: EEO Program Manager, Bureau Chief, District Centralized Services Supervisors, District and Headquarters Personnel Specialists

Target Date: Ongoing throughout year

Action Item 90-2: Encourage minority referral sources to respond to vacancy posting notices.

Objective: To receive applications from qualified Native American and other minority applicants.

Action To Be Taken: Meet with TERO and other minority referral source directors to discuss recruitment/selection procedures and availability of applicants for temporary and permanent positions. Provide training for referral source directors

and clients in the proper completion of State applications.

These workshops are designed to provide recruitment and selection information to minority and female referral sources.

Responsible Official: EEO Program Manager, Bureau Chief, District Centralized Services Supervisors, District and Headquarters Personnel Specialists

Target Date: Districts: Meetings should be held just prior to specific peak temporary recruitment seasons.

Headquarters: Ongoing throughout program year.

Action Item 90-3: Implement recommendations made by handicap employees.

Objective: Improve headquarters building accessibility for handicap persons.

Action To Be Taken: Install handrail at east entrance, obtain cost estimate for electronic door and install, if within budgetary limitations.

Responsible Officials: Administrator - Maintenance Division and EEO Program Manager

Target Date: Install handrail prior to winter of 1989. Obtain cost estimate for electronic door prior to spring 1990.

STATISTICAL DATA

Census Data
Complaints Received
Number of Promotions
MDOH Awards Program
Female Training Analysis
Minority Training Analysis
Progress - Female Hiring Goals
Progress - Minority Hiring Goals
Employment Gains Table
Five Year Plan
Applicant Flow Data
Separation Totals

1980 Census Population for Montana

Total Population	786,690	100%
White	740,148	94.1%
Black	1,786	0.2%
American Indian, Eskimo, Aleut	37,270	4.7%
Asian and Pacific Islander	2,503	0.3%
Persons of Spanish Origin	9,974	1.3%
Persons not of Spanish Origin	688,065	98.7%

Montana
Underrepresentation Information
Total Civilian Labor Force as of 1980

Total Population	652,717	100%
White	626,358	96.0%
Black	2,471	0.4%
Native American	19,953	3.1%
Asian/Pacific	2,292	0.4%
Remaining Races	1,643	0.3%
Hispanic, All Races	3,474	0.5%

NUMBER OF COMPLAINTS RECEIVED DURING PROGRAM YEAR

<u>BASIS</u>	<u>ADMINISTRATIVE AGENCY</u>	<u>STATUS</u>
Age	EEOC	Complaint withdrawn
Sex/Retaliation	EEOC	Resolved in favor MDOH
Sex/Marital Status	EEOC	Under investigation
Race/Sex/Retal	EEOC	Under investigation
Age/Hndcp/Retal	EEOC	Complaint withdrawn

NUMBER OF PROMOTIONS

No promotions took place during the program year. All promotions are filled via the recruitment and selection process. MDOH does not have a promotion process.

MDOH AWARDS PROGRAM

Due to changes in administration, this program has temporarily been suspended. It is anticipated that it will be resumed during Federal FY 90.

TRAINING - ADVERSE IMPACT ANALYSIS 1989

	Total % MDOH Males	% Males Receiving Training	Total % MDOH Fmls	% Fmls Receiving Training	Adverse Impact	Total % MDOH Mnty	% Mnty Receiving Training	Adverse Impact
OFFIC./ADMIN	97.00%	93.00%	3.00%	7.00%	NO	0.00%	0.00%	N/A
PROFESS	78.00%	72.00%	22.00%	28.00%	NO	5.00%	6.00%	NO
TECHNICIAN	86.00%	86.00%	14.00%	14.00%	NO	3.00%	3.00%	NO
PHOT SVCS	85.00%	83.00%	15.00%	17.00%	NO	7.00%	6.00%	YES
PARAPROF	100.00%	100.00%	0.00%	0.00%	N/A	0.00%	0.00%	N/A
OFFIC./CLER	N/A		N/A			2.00%	1.00%	YES
SKID CRAFT	98.00%	99.00%	1.00%	1.00%	NO	5.00%	5.00%	NO
SVCE MNTNC	88.00%	84.00%	12.00%	16.00%	NO	5.00%	0.00%	YES

PROGRESS IN FEMALE HIRING GOALS JULY 1, 1988 THRU JUNE 30, 1989

EEO 4 CATEGORY	TOTAL FEMALES		HIRING GOALS	TOTAL NUMBER NEW HIRES		ACCOMP	WHITE FEMALE NEW HIRE NUMBERS		SPAN SURNAME	ASIAN AMERICAN	NATIVE AMERICAN	BLACK
	1988	1989										
OFF /ADMIN	2	2	1	0	NO		0	0	0	0	0	0
PROFESSIONAL	45	46	0	2	N/A		2	0	0	0	0	0
TECHNICIANS	71	79	5	3	NO		3	0	0	0	0	0
PRO SVCS	13	13	0	1	N/A		1	0	0	0	0	0
PARAPROF	0	0	1	0	NO		0	0	0	0	0	0
CLERICAL	61	65	0	12	N/A		12	0	0	0	0	0
SKILLED CRAFT	7 *	10	2	1	NO		0	0	0	0	1	0
SVCE MNTNC	5	5	2	1	NO		1	0	0	0	0	0

1. When goals were established in the five year plan, in retrospect they were set to high. The optimistic projected economic growth led to unrealistic goals given the current economic conditions in Montana.
2. The total # of new hires & the accomplishment analysis are based on the # of persons new to MDOH & do not include current employees who may have moved to different positions
3. Twenty four current MDOH females applied for & were selected for positions at higher grade levels or in different EEO 4 categories.
4. Employee selections are subject to bargaining agreements and the Montana Veterans Preference Act.

* The 1988 report indicated 28 females; it should have only indicated 7.

[illegible]

OFF /ADMIN	1	0	0	0	0	1	NO	0	0	N/A
PROFESSIONAL	5	5	6	6	0	1	NO	0	0	N/A
TECHNICIANS	15	15	6	7	0	2	NO	0	1	NO
PROT SVCS	3	6	1	0	0	1	NO	0	0	N/A
PARAPROF.	0	0	0	0	0	0	N/A	0	0	N/A
CLERICAL	1	1	0	0	0	2	NO	0	2	NO
SKILLED CRAFT	27	24	2	4	1	2	NO	1	0	N/A
SVCE MNTNC	1	2	0	0	0	1	NO	0	0	N/A

1. When goals were established in the five year plan, in retrospect they were set too high. The optimistic projected economic growth led to unrealistic goals given the current economic conditions in Montana.
2. The total # of new hires & the accomplishment analysis are based on the # of persons new to MDOH & do not include current employees who may have moved to different positions.
3. Eleven minority employees applied for and were accepted at higher grade levels or in different EEO 4 categories.
4. Employee selections are subject to bargaining agreements and the Montana Veterans Preference Act.

July 1, 1988 thru June 30, 1989 Underrepresentation

OCCUPAT GROUP	TOTAL AVAILABLE (NUMBERS)	AVAILABLE IN LABOR MARKET (PERCENTAGE)		PRESENT IN MOON-JUNE 30, 1988 (PERCENTAGE)		TOTAL	Current Employment (NUMBERS)		NEEDED EMPLOYMENT GAINS (PERCENTAGE)		NEEDED EMPLOYMENT GAINS (NUMBERS)					
		NATIVE AMERICAN MINORITY	OTHER FEMALE	NATIVE AMERICAN MINORITY	OTHER FEMALE		NATIVE AMERICAN MINORITY	OTHER FEMALE	NATIVE AMERICAN MINORITY	OTHER FEMALE						
OFF /ADMIN	26735	2.34%	0.92%	21.12%	0.00%	0.00%	2.74%	73	0	2	2.34%	0.92%	18.38%	1	1	2
PROFESS	14195	1.77%	0.91%	19.80%	2.38%	2.38%	21.90%	210	5	46	0.00%	0.00%	0.00%	0	0	0
TECHNICIANS	18982	3.94%	1.07%	30.82%	2.27%	0.87%	13.78%	573	13	79	1.67%	0.20%	16.83%	2	1	10
PROT SVCS	227	3.08%	0.00%	4.20%	6.90%	0.00%	14.94%	67	6	13	0.00%	0.00%	0.00%	0	0	0
PARAPROF	12321	1.92%	0.84%	25.34%	0.00%	0.00%	0.00%	5	0	0	1.92%	0.84%	25.34%	1	1	1
OFF/CLEVIC	32045	3.55%	1.22%	80.30%	2.47%	0.00%	80.25%	81	2	65	1.00%	1.22%	0.00%	1	1	0
SKILL CRAFT	22928	4.81%	1.58%	0.82%	4.83%	0.94%	1.59%	827	29	10	0.10%	0.94%	0.00%	1	1	1
SVC/MNTIC	15323	7.84%	2.25%	27.06%	3.77%	0.00%	11.83%	43	2	5	3.87%	2.25%	15.43%	1	1	6
AAPUNO																

Twelve per cent of the new hires were females in non-traditional positions and two per cent were minority.

EMPLOYMENT DATA
5 YR HIRING GOAL FOR MINORITIES & WOMEN

EEU 4 CATEGORIES	A I OTH NON			A I OTH NON			A I OTH NON			A I OTH NON		
	M	F	FEM	M	F	FEM	M	F	FEM	M	F	FEM
Off /Admin	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	1	0	0	0	0	0	0	0	0
Technicians	1	1	0	1	1	0	1	1	0	1	1	0
Prot Service	0	1	0	0	1	0	0	2	0	0	1	1
ParaProfessional	0	0	0	0	0	0	0	0	0	0	0	0
Office/Clerical	0	1	0	0	1	0	0	2	0	0	2	0
Skill Craft	1	1	1	2	1	2	2	1	2	2	0	1
Svce/Mntence	1	1	0	1	1	0	0	1	0	1	0	1

ADVERSE IMPACT ANALYSIS

	TOTAL	SEX			TOTAL	WHITE			TOTAL	INDIAN			TOTAL	OTHER		
		MALE	FEMALE	UNK		MALE	FEMALE	UNK		MALE	FEMALE	UNK		MALE	FEMALE	UNK
EEO-A OFFICIALS/ADMINISTRATORS HIRED	105	105	0	0	103	0	0	0	1	0	0	0	1	0	0	0
	10	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0
EEO-B PROFESSIONALS HIRED	177	150	27	0	148	27	0	0	1	0	0	0	0	0	0	0
	24	20	4	0	20	4	0	0	0	0	0	0	0	0	0	0
EEO-C TECHNICIANS HIRED	606	507	99	0	435	91	0	0	22	3	0	0	19	0	0	0
	194	158	36	0	120	31	0	0	3	0	0	0	8	0	0	0
EEO-D PROTECTIVE SVC WORKERS HIRED	5	3	2	0	3	2	0	0	0	0	0	0	0	0	0	0
	4	2	2	0	2	2	0	0	0	0	0	0	0	0	0	0
EEO-F OFFICE AND CLERICAL HIRED	184	135	49	0	29	142	0	0	3	3	0	0	1	0	0	0
	54	13	41	0	9	41	0	0	2	0	0	0	0	0	0	0
EEO-G SKILLED CRAFT WORKERS HIRED	981	962	19	0	918	19	0	0	36	0	0	0	7	0	0	0
	209	200	9	0	191	9	0	0	9	0	0	0	0	0	0	0
EEO-H SERVICE/MAINTENANCE HIRED	28	19	9	0	18	5	0	0	1	1	0	0	0	0	0	0
	11	8	3	0	7	2	0	0	0	0	0	0	0	0	0	0

TOTAL APPLICANTS	2086	1781	305	0	1654	286	0	0	64	10	0	0	28	0	0	0
HIRED	506	411	95	0	359	89	0	0	15	1	0	0	8	0	0	0

*Selection Ratio
#Adverse Impact

1. The above statistical analysis indicates adverse impact potential for females in the Service Maintenance category. Adverse Impact potential occurs for Native Americans in the Technical category and for Other Minorities in the Skilled Craft category.
2. The analysis clearly indicates when minorities/females apply for positions, they are generally selected in acceptable ratios to white males. Recruitment continues to be an easily identifiable problem.
3. This analysis includes permanent, temporary and some seasonal employees.

***** FULLTIME PERMANENT EMPLOYEES *****

SEPARATION TOTALS
TOTALS BY JOB CATEGORY, SEX, & ETHNIC BACKGROUND

JOB CATEGORY	ALL EMPLOYEES									
	MALE	FEMALE	TOTAL	WHITE	BLACK	SPAN SUBNAME	ASIAN ASER	AMER. INDIAN	WHITE	BLACK
A. OFFICIALS/ ADMINISTRATORS	5	0	5	3	0	0	0	0	0	0
B. PROFESSIONALS	22	8	30	21	0	0	1	0	0	0
C. TECHNICIANS	28	9	33	26	0	0	0	2	3	0
D. PROTECTIVE SERVICE	2	1	3	2	0	0	0	0	1	0
E. PARA/ PROFESSIONALS	7	0	7	7	0	0	0	0	0	0
F. OFFICE/ CLERICAL	2	9	11	2	0	0	0	0	9	0
G. SKILLED CRAFT	37	1	38	36	0	0	1	0	1	0
H. SERVICE MAINTENANCE	7	1	8	7	0	0	0	0	1	0

Reasons:
Voluntary: 18 White Males, 8 White Females
Other Employment: 8 White Males, 5 White Females
Retired: 22 White Males, 10 White Females, 1 Minority Male
Deceased: 54 White Males, 5 White Females, 1 Minority Male
5 White Males, 1 Minority Male

Analysis indicates not adverse impact occurred.

